

BYLAWS
OF THE
ILLINOIS ENVIRONMENTAL HEALTH ASSOCIATION

BYLAW I

DUES AND FINANCES

SECTION 1- Annual dues for membership in the Illinois Environmental Health Association shall be determined by the Board.

SECTION 2- Membership dues shall be due and payable upon initial registration and once every year thereafter. Membership shall be considered delinquent if not renewed prior to the yearly membership expiration date, and all member services and privileges shall be suspended until dues payment is made. Memberships are not transferable or refundable.

SECTION 3- The Board of Directors may accept gifts, donations, and grants through any source provided that such gifts, donations, or grants do not conflict with the purpose of the Association. Such gifts, donations or grants shall not be deemed to be an endorsement of the donor, their services, or products.

BYLAW II

VOTING PRIVILEGES

SECTION 1- Active members and retired members of the Association shall be eligible to vote for the Officers and Members of the Board, and on all matters of business which require a vote.

BYLAW III

NOMINATIONS AND ELECTIONS

SECTION 1- The Nominating Committee shall consist of at least two active members. The President-Elect shall serve as Chair. The Past-President shall serve as an ex-officio member.

SECTION 2- At or before the second board meeting, the Nominating Committee shall submit to the Board, in writing, a slate of one or more active members for each Association office to be filled for any board vacancy. The President-elect shall be nominated for the office of President. Prior to submitting the slate to the Board, the Nominating Committee shall obtain from each nominee a written affirmation of willingness to serve in the office for which he or she is nominated.

SECTION 3- Additional nominations for any office or for the Board positions open may be submitted by the petition of ten (10) or more active members provided (a) the petition is to be received by the Office Manger on or before the first day of July; (b) that such additional nominations are accompanied by written, signed statements by the nominees agreeing to accept the responsibilities and duties of the position for which he or she is nominated; and, (c) all nominees are qualified in accordance with the Constitution and Bylaws.

SECTION 4- By the third Board Meeting, the Association shall prepare and disseminate to each eligible voting member an Official Ballot consisting of the Nominating Committee's slate of candidates and any additional nominees nominated under the provisions of Section 3 above. The Official Ballot can either be a paper ballot, or an electronic ballot, at the discretion of the Board. If electronic ballots are used, members may request a paper ballot within a timeline set by the Board.

SECTION 5-The Honor Committee, appointed by the President, shall tally all properly completed ballots received by the date established by the President. The final tally shall be certified by the chair of the Honor Committee and transmitted immediately to the President and Board of Directors.

SECTION 6- The Board of Directors shall certify as elected the candidate(s) for each office who has received the greatest number of votes.

SECTION 7- In the event of a tie vote for any office or Board position, the Board of Directors shall by secret ballot determine the winner by simple majority vote.

SECTION 8- The newly elected Officers and Board Members shall be installed and assume their duties as provided in the order of business for the Annual Business Meeting.

BYLAW IV

COMMITTEES

SECTION 1- Standing Committees of the Association shall be the following:

- (a) Constitution & Bylaws
- (b) Finance
- (c) Legislative
- (d) Public Relations
- (e) Nominating
- (f) Professional Development
- (g) Publications
- (h) Honors
- (i) Strategic Planning
- (j) Conference/ Sponsorship
- (k) Student Outreach
- (l) General Environmental Health
- (m) Retail Food
- (n) Special Food Events
- (o) Private Water/ Wastewater
- (p) Student Representative

SECTION 2- Each Committee shall meet at least once prior to the Annual Business Meeting. The Chair shall submit to the President and Board such reports as are necessary to document committee action and recommendations. Such Committee reports shall become a part of the Association's permanent file kept by the Secretary. Any Committee may submit a written minority report in the same manner.

SECTION 3- All Committees appointed by the President in addition to the standing committees shall follow the procedure described in the above Section 2.

SECTION 4- There may be an Ad Hoc Committee appointed by the President for the purpose of auditing the Annual Financial Statement.

SECTION 5- Committees shall have their respective responsibilities, and any other duties assigned by the President and Board of Directors:

CONSTITUTION & BYLAWS: Review the Association's Constitution and Bylaws for effectiveness and validity and recommend appropriate amendments to it. Evaluate amendments proposed by the Board of Directors or members of the Association. Prepare appropriate resolutions for approval by the Board and submission to the membership at the Annual Business Meeting. Prepare recommendations or similar resolutions initiated by members in accordance with Bylaw V.

FINANCE: Review the annual financial report of the Treasurer. Recommend to the Board registration fees for meetings, changes in dues, and other actions relating to Association income and expenses. Prepare the Association budget for the following year.

LEGISLATIVE: Review proposed local, state, and national legislation relating to environmental health and evaluate the potential effects of them. Recommend legislation for Association sponsorship. Recommend to the Board an official Association position and action relative to any proposed legislation.

PUBLIC RELATIONS: Prepare or cause to be prepared materials to aid in recruiting and retaining members. Develop ways and means to effectively promote IEHA to the public and outside agencies in a positive way. Cooperate with other Committees in the dissemination of news releases concerning Association activities, educational materials, proposed legislation, and other matters of mutual interest.

NOMINATING: Carry out those functions specifically set forth in Bylaw III, Section 4 consistent with Article IV, Section 4 of the Constitution.

PROFESSIONAL DEVELOPMENT: Recommend to the Board programs, publications, and procedures to maintain and encourage respect for ethical practices and professional attitudes by members of the Association. Recommend to the Board policies which might better define and interpret ethical practices. Investigate incidents of alleged unethical conduct by members of the Association and/or employers. Investigate complaints of failure to comply with LEHP licensure requirements and refer to the Illinois Department of Financial & Professional Regulation if appropriate. Monitor follow-up. Develop a strategy for future professional licensure legislation.

PUBLICATIONS: Publish the official journal of the Association, a copy of which shall be provided free to each member of the Association. The Chair of the Publications Committee shall be editor of the journal. The committee may solicit paid advertisements from any reputable commercial firm or voluntary agency. The Committee shall publish other materials as authorized and directed by the Board of Directors.

HONORS: Recommend to the Board of Directors a recipient for each honor or award authorized by the Board. Recommend candidates for Honorary Membership. Recommend establishment of appropriate honors and awards not heretofore authorized. Tally election ballots and certify the tally. Transmit the election results to the Board of Directors.

STRATEGIC PLANNING: Review and evaluate all functions and activities to guide the future direction of the Association. Recommend action plans and timelines to the Board of Directors within the boundaries of the mission statement.

CONFERENCE/ SPONSORSHIP: Oversee and act as an advisor to all conference planners. Provide necessary information and documents to assist planners in understanding what it takes to have a successful event. Communicate with the board any concerns that may arise regarding conference planning. Provides the report needed by the office to file the renewal application for our LEHP CEU Provider License when directed. Handles all co-sponsor requests received by IEHA to ensure all information is provided prior to delivering the request to the co-sponsor review committee.

STUDENT OUTREACH: The Chair of this committee is responsible for promoting IEHA among university students and environmental health faculty. The Chair should work with other committees as needed, and especially with the Program and Education, Public Relations, and Membership Committees.

GENERAL ENVIRONMENTAL HEALTH: This chair is responsible for representing our organization in any General Environmental Health groups. They will be a liaison for any general environmental health questions within the organization. They will report to board any updates regarding General Environmental Health. They will serve as a representative for any general environmental health committees. They will work with the Legislative Chair to discuss any rule or law changes.

RETAIL FOOD: This chair is responsible for representing our organization in retail food groups. They will be a liaison for any Retail Food questions within the organization. They will report to board any updates regarding Retail Food. They will serve as representatives for the Food Safety Advisory Committee. They will work with the Legislative Chair to discuss any rule or law changes.

SPECIAL FOOD EVENTS: This chair is responsible for representing our organization in Temporary Food, Farmer's Market, and Cottage Food Stakeholder Groups. They will be a liaison for any Retail Food questions within the organization. They will report to board any updates regarding any special food events. They will work with the Legislative Chair to discuss any rule or law changes. They will serve as an alternate representative for the Food Safety Advisory Committee.

PRIVATE WATER/WASTEWATER: This chair is responsible for representing our organization in Private Water or Wastewater groups. They would be responsible for reporting to board any updates regarding private water/ wastewater. They will work with the Legislative Chair to discuss any rule or law changes.

STUDENT REPRESENTATIVE: This chair would be responsible for promoting Environmental Health amongst the colleges. They will be an advocate for the student members.

BYLAW V

RESOLUTIONS

SECTION 1- Resolutions may be proposed in writing by any group of ten (10) or more active members. Such resolutions shall be submitted to the Secretary. The Secretary shall submit a copy to the Chair of the Constitution and Bylaws Committee and a copy to the President. The Board must vote and notify the group within 45 days of receiving the proposed Resolution. Resolutions which are determined by the Board to be racially, religiously, or politically motivated shall not be accepted or acted upon.

BYLAW VI

AMENDMENTS TO THE BYLAWS

SECTION 1- A Proposed amendment to the Bylaws shall be submitted by the Constitution and Bylaws Committee to the Secretary and the Board of Directors. The Board of Directors shall vote on the amendment. If at least two thirds of the votes of the Board of Directors are cast in favor of the proposed amendment, said amendment shall be considered adopted and shall become effective at the time of the passing vote by the Board of Directors.

Bylaws revised and adopted by vote of the Board of Directors: September 28, 2004; September 17, 2009; June 25, 2015; December 1, 2022; March 20, 2024